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Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023- 007

To : Noreliza Misal – Accountant II
Neptune Tambilawan – Administrative Officer V – Budget
Bonafe Catherine Rabaya - Administrative Officer II
Mary Sol Rosalita - Administrative Officer II
Giselle Gonzales – Administrative Assistant III
Danilo Ebol, Jr. – Administrative Assistant III
Ethel Calva – Administrative Assistant III
Genie Pius – Administrative Assistant III
Renante Pantonial – Administrative Assistant III
Ethel Tabalba – Administrative Assistant II
Ruby Arriate – Administrative Assistant II
Narelhind Lacid – Administrative Assistant II
Ina Abigail Duran - Administrative Assistant I

Subject : **CONDUCT OF TARGET SETTING AND CRAFTING OF INDIVIDUAL PERFORMANCE CONTRACTS FOR THE YEAR 2023 OF THE BUDGET AND FINANCE SECTION**

Date : February 1, 2023

You are hereby directed to attend the conduct of Target Setting and Crafting of Individual Performance Contracts for the Year 2023 at Epitome Mountain Resort, Balutakay, Bansalan, Davao del Sur on February 17-18, 2023.

Participants are required to bring laptops, IPCRF for July-December 2022 and targets for CY2023.

For your information, guidance and compliance.

CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: FEB 01 2023 TIME: 4:29 PM

Enclosed: As stated.
OSDS/AS/nm



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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PROJECT PROPOSAL

- I. Title : TARGET SETTING AND CRAFTING OF INDIVIDUAL PERFORMANCE CONTRACT FOR THE YEAR 2023 OF THE BUDGET AND FINANCE SECTION
- II. Schedule : February 17-18, 2023
- III. Rationale : The Civil Service Commission (CSC), through the issuance of Memorandum Circular (MC) No. 06, series of 2012, sets the guidelines on the establishment and implementation of the Strategic Performance Management System (SPMS) in all government agencies. The SPMS gives emphasis to the strategic alignment of the agency's thrusts with the day-to-day operation of the units and individual personnel within the organization. It focuses on measures of performance vis-a-vis the targeted milestones and provides a credible and verifiable basis for assessing the organizational outcomes and the collective performance of government employees.

Pursuant to DepEd Order No. 2, s. 2015, the Department of Education (DepEd) is committed to continuously improve itself to better serve the Filipino learners and the community. The adoption of the SPMS in DepEd strengthens the culture of performance and accountability in the agency, with the DepEd's mandate, vision and mission at its core values.

The same DepEd Order sets the guidelines on the establishment and implementation of the Results-based Performance Management System (RPMS) in the Department, stipulating the strategies, methods, tools and rewards for assessing the accomplishments vis-a-vis the commitments.

Moreover, the same DepEd Order postulates that RPMS cycle shall cover performance for one whole year. Non school-based personnel shall follow a performance cycle starting in January and ending in December and that the performance planning and commitment shall be done prior to the beginning of the performance cycle.

The instant activity will include the following, *to wit*:

- a. Discuss and agree among the rater and ratee as to the Budget and Finance Section's Key Results Area (KRA), Objectives and Indicators as anchored to the overall organizational outcomes of the Digos City Schools Division Office;
- b. Discuss and agree among the rater and ratee as to the Individual Key Results Area (KRA), Objectives and Indicators as anchored to the Budget and Finance Section outcomes;
- c. Setting the objectives, timeline, assigning the weight, and identifying the performance indicators; and
- d. Discuss and agree among the rater and ratee as to the competencies required of the individual personnel.

IV. Objectives:

At the end of the training, the trainees will be able to:

1. Assess the individual employees' performance level based on the commitments and measures as contained in the signed OPCR and IPCRF;





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2. Apply the specific, measurable, attainable, relevant, time-bound (SMART) criteria in setting the objectives of the office and individual KRAs;
3. Compare the actual performance during the previous rating vis-à-vis the targeted performance for the ensuing rating;
4. Measure whether the targets can be accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort;
5. Measure whether the deliverable can be done on time-based on the requirements of the rules and regulations; and
6. Demonstrate the knowledge, skills, and behavior required in achieving the targeted result.

V. Content/Matrix:

VI. Methodologies: Discussion, Presentation, Workshop and Questioning

TOPIC	TIME	SPEAKER
ARRIVAL AT PICK UP POINT	8:00 AM TO 9:00 AM	
DEPARTURE FROM PICK UP POINT	9:00 AM TO 10:00 AM	
SETTLING DOWN	10:00 AM TO 11:00 AM	
LUNCH	11:00 AM TO 12:00 NN	
PRELIMINARIES		
• House Rules	1:00 PM TO 2:00 PM	GISELLE GONZALES
• Objectives		NORELIZA A. MISAL
• Leveling of Expectations		
LUNCH BREAK		
Presentation & Prioritization of duties & responsibilities indicated in the compendium and reports to be submitted to COA, goals and objectives for 2023	2:00 PM TO 6:00 PM	NORELIZA A. MISAL and NEPTUNE TAMBILAWAN
WORKING DINNER		
Performance Review & Evaluation		
IPC crafting		
Building Team Camaraderie in the Workplace	8:00 PM TO 10:00 PM	JAKE LLOYD VENCIO
2ND DAY		
Group Development Activities	8:00 AM TO 10:00 AM	
CHECKING OUT	11:00 AM	

VII. Assessment and Application of Learning: Not Applicable

VIII. Resource/Training Package: Not Applicable

IX. Trainers/Learning Facilitator: ACCOUNTANT & BUDGET OFFICER

X. Program Management:





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PARTICIPANTS	
ACCOUNTING STAFF	
ARRIATE, RUBY	1
BAROTOC, NARELHIND	1
EBOL, DANILO JR.	1
CALVA, ETHEL	1
MISAL, NORELIZA	1
PANTONIAL, RENANTE	1
RABAYA, BONAFE CATHRINE	1
ROSALITA, MARY SOL	1
TABALBA, ETHEL	1
PIUS, GENIE	1
BUDGET STAFF	
DURAN, INA ABIGAIL	1
TAMBILAWAN, NEPTUNE	1
GONZALES, GISELLE	1
TOTAL	13

XI. GAD Mainstreaming:


XII. Estimated Expenditures: N/A

Prepared by:


NORELIZA A. MISAL
Accountant III


NEPTUNE L. TAMBILAWAN
Administrative Officer V - Budget

Approved by:


CRISTY C. EPE
Schools Division Superintendent

